

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812

RF



December 3, 2003

Reply to Attn of: QS50 (03-77)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee
Meeting – October 29, 2003

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, October 29, 2003, in Building 4200, Conference Room P110. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Open Meeting (Nance Jo Ogozalek/Chairperson)

Nance Jo welcomed everyone to the meeting.

Safety Moment (Dennis Davis/QS50)

Dennis briefly reviewed a recent office building fire in Chicago where six people were killed and ten injured. He also reported on the minor fire at the NSSTC Building, which started in an electrical panel. One lesson learned from the fire at NSSTC was that it reinforced the policy not to use mechanical/electrical equipment rooms for storage.

Special Report(s)

Performance Evaluation Profile (PEP) Survey Results (Kristie French/QS50)

Kristie completed the requested action to find out if the lowest scoring PEP Survey questions at MSFC are the same questions asked at other Centers. This closed the assigned action. The chart presentation is attached as Enclosure 2.

Injured Back Lost Time Mishap (Dave Jones/CSC)

Dave reported on an incident, which occurred on October 8, 2003, involving a subcontractor supporting Safety Day activities. The employee's back was injured while manually loading equipment into a van. Nine working days were lost with four additional days that required restricted duty. The chart presentation is attached as Enclosure 3.

Mission Success Starts with Safety

Strained Back Lost Time Mishap (Dave Jones/CSC)

Dave also reported on a mishap in which an employee's back was injured while lifting and moving office furniture. This incident occurred on September 19, 2003, but was not reported until October 9, 2003, because the employee did not initially realize the severity of the injury. The employee lost three working days. The chart presentation is attached as Enclosure 4.

Elbow Injury Lost Time Mishap (Mark King/ED)

Mark reported on an injury that occurred while an employee was loading an equipment test rack into a pick-up truck. When lowering the rack into the bed, the employee over extended and tore a bicep tendon. Two weeks of work time were lost due to surgery to reattach the tendon, with the possibility of an additional five to six months for a full recovery period.

Fall Injury Lost Time Mishap (Wade Robinson/Mainthia)

Wade reported on an incident that occurred on October 14, 2003, involving an employee who lost their balance and fell after leaning against a wall in a designated smoking area outside of Building 4250. The employee fell forward and hit the guardrail causing a laceration to the head. The employee was transported to the hospital by HEMSI and received 47 stitches. Two days of work time were lost due to the accident. The chart presentation is attached as Enclosure 5.

Directorates and Offices Reports on Program Improvement Target Correct Actions

- Office of the Director
No Report
- Second Generation RLV Program Office
No Report
- Space Shuttle Propulsion Office
Actions have been completed.
- Systems Management Office
No Report
- Equal Opportunity Office
No Report
- Office of Chief Financial Officer
No Report
- Office of Chief Counsel
No Report
- Procurement Office
No Report
- Safety and Mission Assurance Directorate
Provided status of open items
- Customer and Employee Relations Directorate
Completed open items

SHE Organization Reports

Industrial Safety Report (Dennis Davis/QS50)

Dennis presented the FY03 Mishap Summary Report and the Industrial Safety Metrics. The chart presentations are attached as Enclosures 6 and 7.

Non-Voting Sub-Committee/Team Reports**Environmental Excellence Team (Sharon Scroggins/AD10)**

Sharon reported on the ozone depleting substances rates at MSFC and showed that the findings are down significantly since 1996. She also presented the MSFC Air Emission Summary. Both presentations are attached as Enclosure 8.

Training

Nance Jo reported that the Training team is scheduled to meet to discuss training database requirements.

Communications (Judy Milburn/QS50)

Judy reported that the Communications team is currently planning activities for FY04.

Marshall Safety and Health Action Team (MSAT) (Glenn Owens/LB&B)

Glenn reported that there would be Safety Jeopardy for Management on November 16, 2003 in Building 4201. There will also be an "I Think Safe Because..." badge event at Building 4203 on December 5, 2003 from 11:00 a.m. to 1:00 p.m.

Topics for Marshall Team Meeting (MTM)

The Industrial Safety Report and Mishap Reports will be presented at the next MTM, scheduled for November 3, 2003.

Open Actions (Dennis Davis/QS50)

Dennis reviewed all the open action items. The chart presentation is attached as Enclosure 9.

New Business - Open Floor (Nance Jo Ogozalek)

Nance Jo informed the Committee that the new charge code for time spent on SHE business is 090-20-Z8, effective November 2, 2003. Nance Jo also noted that any positive stories are welcome for future MTMs.

The next SHE Committee Meeting will be a working meeting scheduled for Wednesday, November 12, 2003, at 2:00 p.m. in Building 4202, Conference Room 326A.



David J. Spacek
Manager
Industrial Safety Department

9 Enclosures

cc:
SHE Committee Members
SHE Web Page

Enclosure 1

SHE COMMITTEE AGENDA

Building 4200, Conference Room P-110

2:00 pm, Wednesday, October 29, 2003

Open Meeting (Nance Jo Ogozalek/Chairperson)

SHE Moment (Dennis Davis/QS50)

Special Report(s)

- ✓ PEP Survey Results (Kristie French/QS50)
- ✓ Injured Back Lost Time Mishap (Dave Jones/CSC)
- ✓ Strained Back Lost Time Mishap (Dave Jones/CSC)
- ✓ Elbow Injury Lost Time Mishap (Mark King/ED)
- ✓ Fall Injury Lost Time Mishap (Wade Robinson/Mainthia)

Directorates and Offices Reports on Program Improvement Target Correct Actions

- ✓ Office of the Director
- ✓ Second Generation RLV Program Office
- ✓ Space Shuttle Propulsion Office
- ✓ Systems Management Office
- ✓ Office of Chief Financial Officer
- ✓ Office of Chief Counsel
- ✓ Procurement Office
- ✓ Safety and Mission Assurance Directorate

SHE Organization Reports

- Industrial Safety Report (Dennis Davis/QS50)

Non-Voting Sub-Committee/Team Reports (as time allows):

- Environmental Excellence Team (Sharon Scroggins/AD10)
- Training (Pat Schultz/CD20)
- Communications (Judy Milburn/QS50)
- MSAT (Glenn Owens/LB&B)

Topics for Marshall Team Meeting (MTM) - November 3rd

Open Actions (Dennis Davis/QS50)

New Business - Open Floor (Nance Jo Ogozalek)

Review New Open Actions (Recorder)

NEXT MEETING – Voting Members Working Meeting, November 12, 2003, 2:00 pm
Building 4202/Conference Room 326A

Top Questions at Other NASA Centers PEP 2003

(Goddard, Ames, JSC, HQ, White Sands, Wallops)

Q 30 - A hazard analysis has been conducted for my job and is updated as necessary.

A job hazard analysis should be conducted on every job to ensure that all hazards are identified and any necessary controls are in place.

Q 45 - Employees from my work area participate in mishap and close-call investigations.*

**Employee representatives should be a part of all inspections/
investigations.**

*Q 90** - Employees participate in establishing certification requirements on those jobs for which certification will result in increased job performance/safety (Certified Crane Operator, etc.).*

**Employees should assist in developing training requirements in their
work area.**

* in MSFC top 3

** 4th in low score frequency at MSFC

K. French/QS50 SHE 10-29-03

Top MSFC PEP Questions - 2003

Q 45 - Employees from my work area participate in mishap and close-call investigations.*

Employee representatives should be a part of all inspections/investigations.

Q 65 - Ergonomic evaluations are included as a part of the health assessments for my work area.

Full compliance with all industry and OSHA ergonomic standards should be required in the workplace.

Q 76 - Personnel trained in first-aid, CPR, and medical care are available from within my work area.

Employers should establish a medical program which includes the availability of first aid on site and of physician and emergency medical care nearby, so that harm will be minimized in any illness or injury does occur.

* Also top question at other NASA Centers

K. French/QS50 SHE 10-29-03

Identifying the Top Areas of Emphasis - by Question Low Score Frequency

Question #	2003	2002		Question #	2003	2002		Question #	2003	2002
1	5	4		31	2	1		61	3	1
2	12	9		32	3	2		62	7	8
3	2	1		33				63	10	8
4	10	5		34	3	2		64	5	4
5	8	9		35		1	*	65	25	21
6		1		36	2	2		66		2
7				37	4	2		67	11	12
8				38		2		68		5
9	6			39				69	2	
10				40		2		70	8	7
11				41	2	1		71		
12				42	3	3		72	1	
13				43				73		1
14		1		44	2	2		74	2	
15				45	25	17	*	75	1	
16	4	3		46	10	7	*	76	19	15
17				47	3	1		77	9	7
18	6	4		48				78	12	8
19	3	3		49	7	5		79	3	2
20		1		50	13	13		80	3	2
21	3	2		51	13	14		81	3	2
22	2			52	10	9		82	2	3
23	2			53	2			83	4	3
24		1		54	6	10		84	7	7
25				55				85	3	4
26	1			56	5	2		86	6	3
27	4	1		57	1			87	2	2
28		1		58	1	2		88	12	8
29	3	1		59	4	1		89	4	
30	13	12		60	13	11		90	17	13



SHE Working Group Meeting

***PrISMS Mishap Report - CSC 0003/16 Lost Time
Class C Mishap
Back Strain
Synopsis:***

On October 8, 2003 at approximately 4:05 p.m., a CSC subcontractor (ARCATA) employee reported a work related injury (back strain) to the PrISMS Safety Office. The injury was reported to have occurred, after the employee had finished performing lifting and moving activities, associated with the loading and unloading of heavy communications equipment, to and from a van.

An interview with the employee's Supervisor, revealed that the vehicle used to transport the equipment from building 4728 to the corner of Digney & Morris roads, was not equipped with a hydraulic lift.

Lifting activities involving heavy road case equipment are specifically addressed in established safety procedures, and require that this equipment be transported in a vehicle equipped with a hydraulic lift. This equipment typically weighs from 75 lbs. To 150 lbs., the larger pieces have rollers built into the case.



SHE Working Group Meeting

PrISMS Mishap Report - CSC 0003/16 Lost Time Class C Mishap Back Strain

The heavy audio equipment is routinely transported by a vehicle (open – flat bed) that is equipped with a hydraulic lift, to eliminate the need for manual lifting of the equipment, and would have most likely prevented the injury from occurring.

On this occasion, weather became a factor and the decision was made by the employee's assigned to transport and setup equipment, to use a different (closed) vehicle that was not equipped with a hydraulic lift, requiring manual lifting of the equipment for loading/unloading into and out of the vehicle. Three (3) PrISMS employee's were assigned to this activity.

The injured employee suffered a back strain that resulted in nine (9) lost work days, and return to work under restrictions on physical activities for four (4) days. No damage to equipment or equipment occurred, and there was no impact on a NASA mission.



SHE Working Group Meeting

PrISMS Mishap Report - CSC 0003/16 Lost Time Class C Mishap Back Strain

Cause:

The primary cause of the mishap is being attributed to an “Unsafe Act”, the employee misjudged the conditions and did not follow the established safety procedures.

The PrISMS Safety and Health Plan, includes three (3) specific safety procedures that addressed the type of activities involved in this mishap.

1. SOP 9B9 “Hazardous Facilities, Operations and Equipment”.
2. SOP 9B15 “Material Handling and Equipment”.
3. SOP 9B26 “Ergonomic Program”



SHE Working Group Meeting

PrISMS Mishap Report - CSC 0003/16 Lost Time

Class C Mishap

Back Strain

Remedial Actions :

1. The PrISMS Supervisor will conduct a Safety Review of the applicable safety procedures listed, with the affected employees.
PrISMS Standard Operating Procedure SOP 9B15
"Material Handling and Equipment"
PrISMS Standard Operating Procedure SOP9B9
"Hazardous Facilities, Operations and Equipment"
PrISMS Standard Operating Procedure SOP9B26
"Ergonomic Program"
Estimated Completion Date: 11-15-03.
2. The PrISMS safety Specialist reviewed the applicable Job Hazard Analysis (JHA) documents, and found them lacking in specificity. The JHA is being revised and will be issued for training by the PrISMS Supervisor.
Estimated Completion Date: 11-15-03.
3. The PrISMS Operations organization will acquire a hydraulic lift for one of the closed vans, for use in future situations.
Estimated Completion Date: 1-15-04



Enclosure 4

SHE Working Group Meeting

PrISMS Mishap Report - CSC 0003/17 Lost Time Class C Mishap Back Strain

Synopsis:

On October 9, 2003 at approximately 2:04 p.m., a CSC subcontractor (ARCATA) employee reported a work related injury (back strain) to the PrISMS Safety Office. The injury was reported to have occurred on September 18, 2003 after the employee performed lifting and moving activities, associated with a NASA historical production, requiring the movement of old heavy office furniture in buildings 4353 and 4663.

An interview with the employee revealed that he did not realize the severity of the injury to his back, until the following week. At the time of the injury, he felt the pain in his back would go away, if he took it easy, and did not aggravate the injury. A week later, the employee pick up a child, and aggravated the existing injury.



SHE Working Group Meeting

PrISMS Mishap Report - CSC 0003/17 Lost Time Class C Mishap Back Strain

Synopsis:

Lifting activities involving heavy office furniture are not specifically addressed in established safety procedures, and Job Hazard Analysis documents, because this is not a normal activity and should not have been performed by the employee. Established safety procedures do address standard ergonomic related activities. Four (4) PrISMS employees were assigned to this activity.

The injured employee suffered a back strain that resulted in three (3) lost workdays, and return to work under no restrictions on physical activities. No damage to equipment or equipment occurred, and there was no impact on a NASA mission.



SHE Working Group Meeting

PrISMS Mishap Report - CSC 0003/17 Lost Time Class C Mishap Back Strain

Cause:

The primary cause of the mishap is being attributed to an “Unsafe Act”, the employee misjudged the conditions and did not follow the established safety procedures, that contain restrictions on manual lifting, and would have most likely prevented the injury from occurring.

The PrISMS Safety and Health Plan, includes three (3) specific safety procedures that address lifting activities normally performed by PrISMS personnel.

- 1. SOP 9B9 “Hazardous Facilities, Operations and Equipment”.**
- 2. SOP 9B15 “Material Handling and Equipment”.**
- 3. SOP 9B26 “Ergonomic Program”**



SHE Working Group Meeting

PrISMS Mishap Report - CSC 0003/17 Lost Time Class C Mishap Back Strain

Remedial Actions:

- 1. The PrISMS Supervisor will conduct a Safety Review of the applicable safety procedures listed, with the affected employees.**

PrISMS Standard Operating Procedure SOP 9B15

"Material Handling and Equipment"

PrISMS Standard Operating Procedure SOP9B9

"Hazardous Facilities, Operations and Equipment"

PrISMS Standard Operating Procedure SOP9B26

"Ergonomic Program"

Estimated Completion Date: 11-15-03.

Mainthia Technologies, Inc.

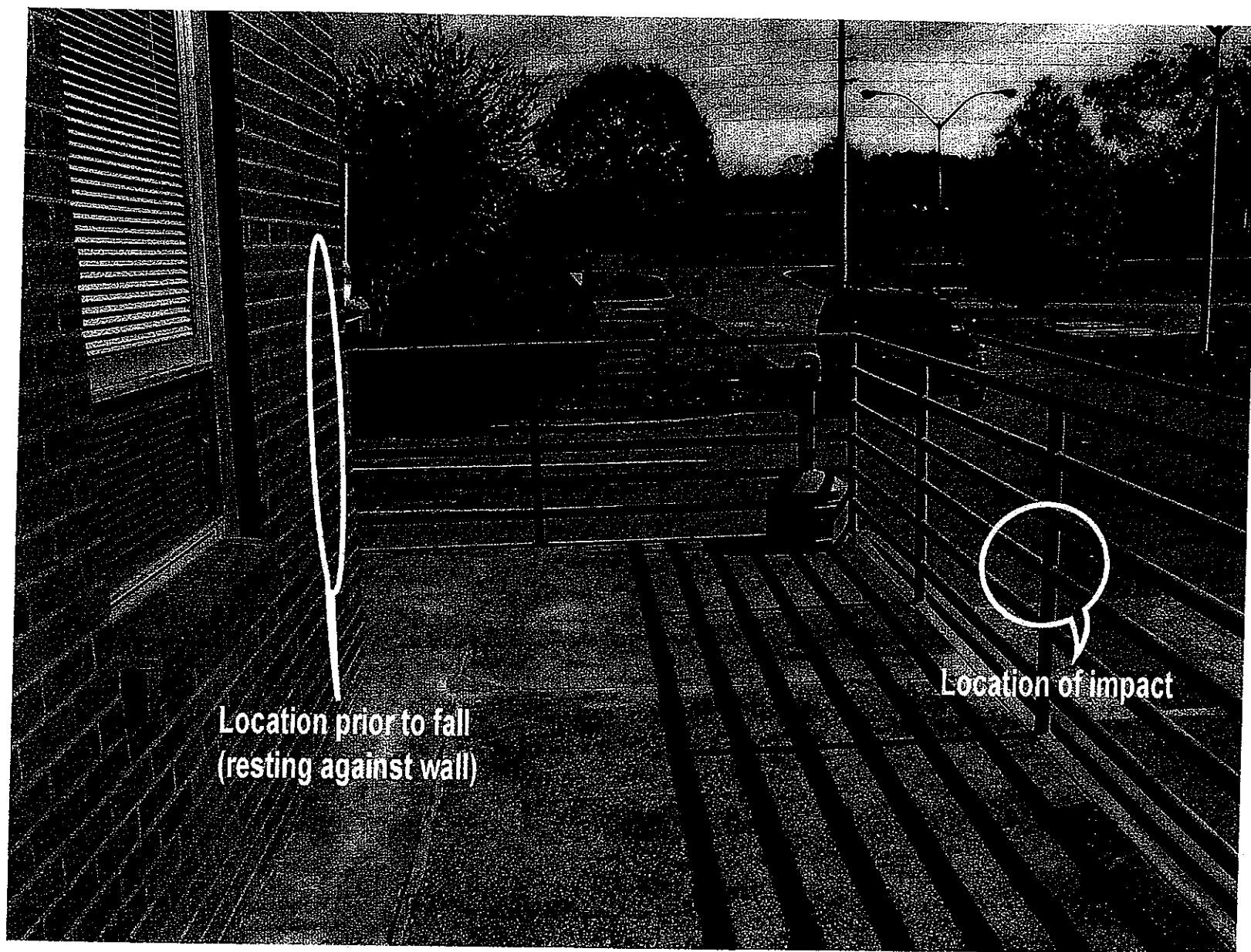
Employee Injury Overview

Event Details

- Date of Incident: October 14, 2003 3:50 PM
- Location: Building 4250, south side.
- Employee was standing, resting against a brick wall with one foot on the wall, smoking a cigarette.
- Employee leaned forward, lowering his foot from the wall, to move towards the cigarette butt container.
- The employee stumbled, losing his balance. During the fall, his momentum carried him forward, striking his head on the vertical tubular guard rail.
- The employee suffered a 7 inch laceration requiring 47 stitches.
- No witnesses to incident. The actual cause remains speculative. A crack in the concrete sidewalk was observed in the immediate vicinity of where the employee was standing and appeared to be a contributing factor for the fall.
- Two work days lost as a result of the incident. Employee returned to full active duty, without restriction, following the two day lost-time absence.

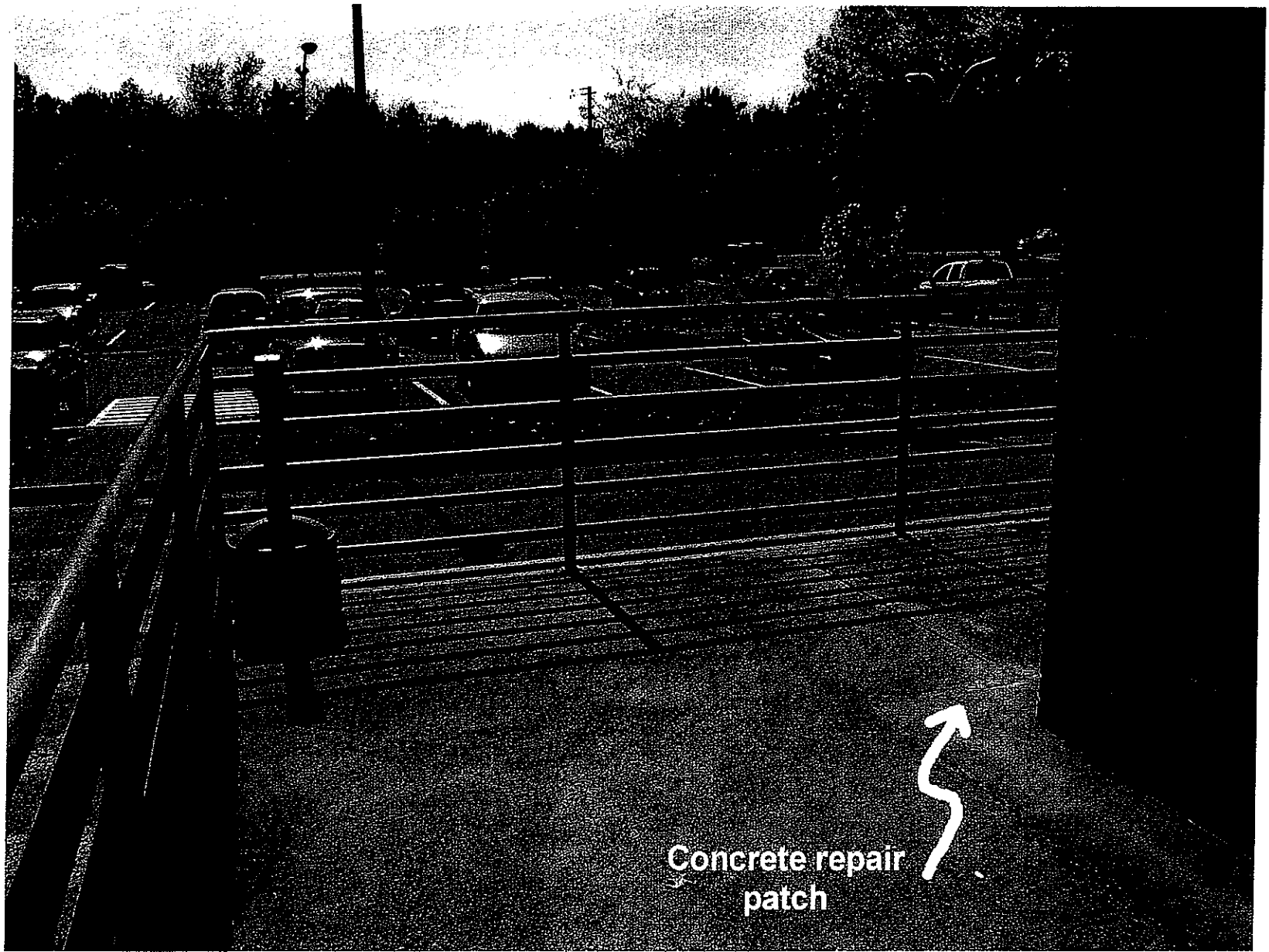
Corrective Action

- Concrete repairs were initiated for the suspect crack.
- It is not known how recently the concrete deterioration had occurred. The Building Manager routinely handles repair actions of this type as previous repairs are visible in the walkways surrounding the building.
- A review of walking/tripping hazards and awareness of one's environment was conducted with all employees.
- The existing Job Hazard Analysis details walking/tripping hazards and defensive walking techniques applicable to the employee's computer/office work environment.



Location prior to fall
(resting against wall)

Location of impact



Concrete repair
patch

FY2003 Employee Mishap Summary Report

Safety and Mission Assurance
Industrial Safety Department

Lost Time Mishap Rates

(Lower is better!)

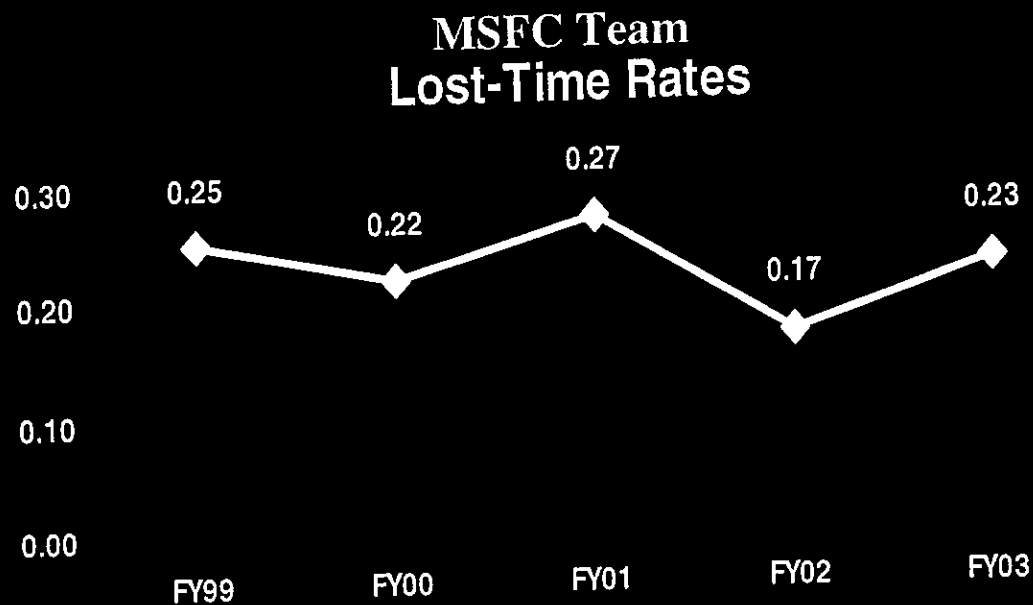
HOW WE COMPARE

DuPont - .06

MSFC Goal - .15

JSC Team - .30

National – Engineering & Management – .5*



* CY2001 Latest Data Available

OSHA Recordable Mishap Rates

(Lower is better!)

HOW WE COMPARE

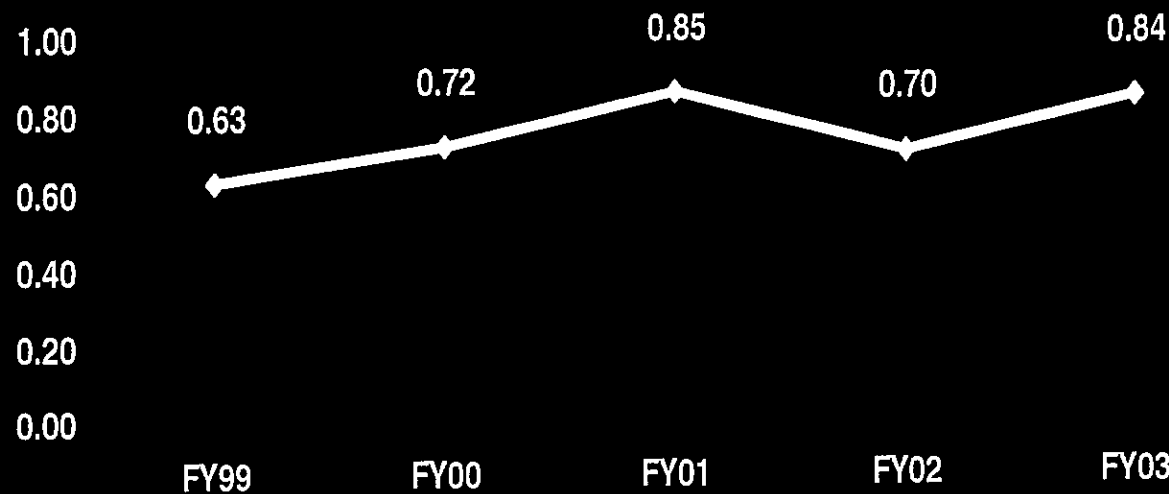
DuPont - .50

JSC Team - .60

MSFC Team - .84

National – Engineering & Management – 1.6*

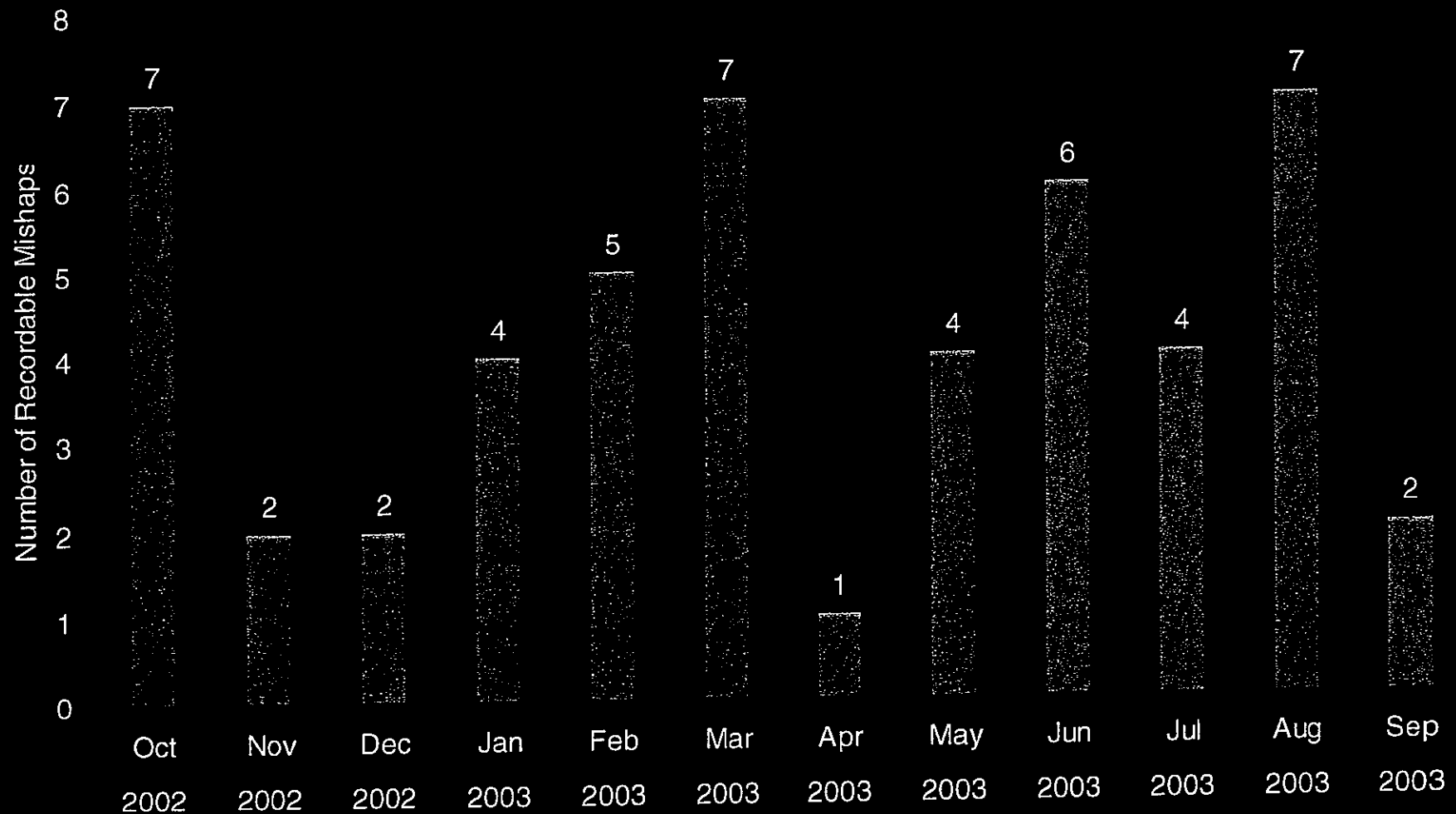
MSFC Team Recordable Rate



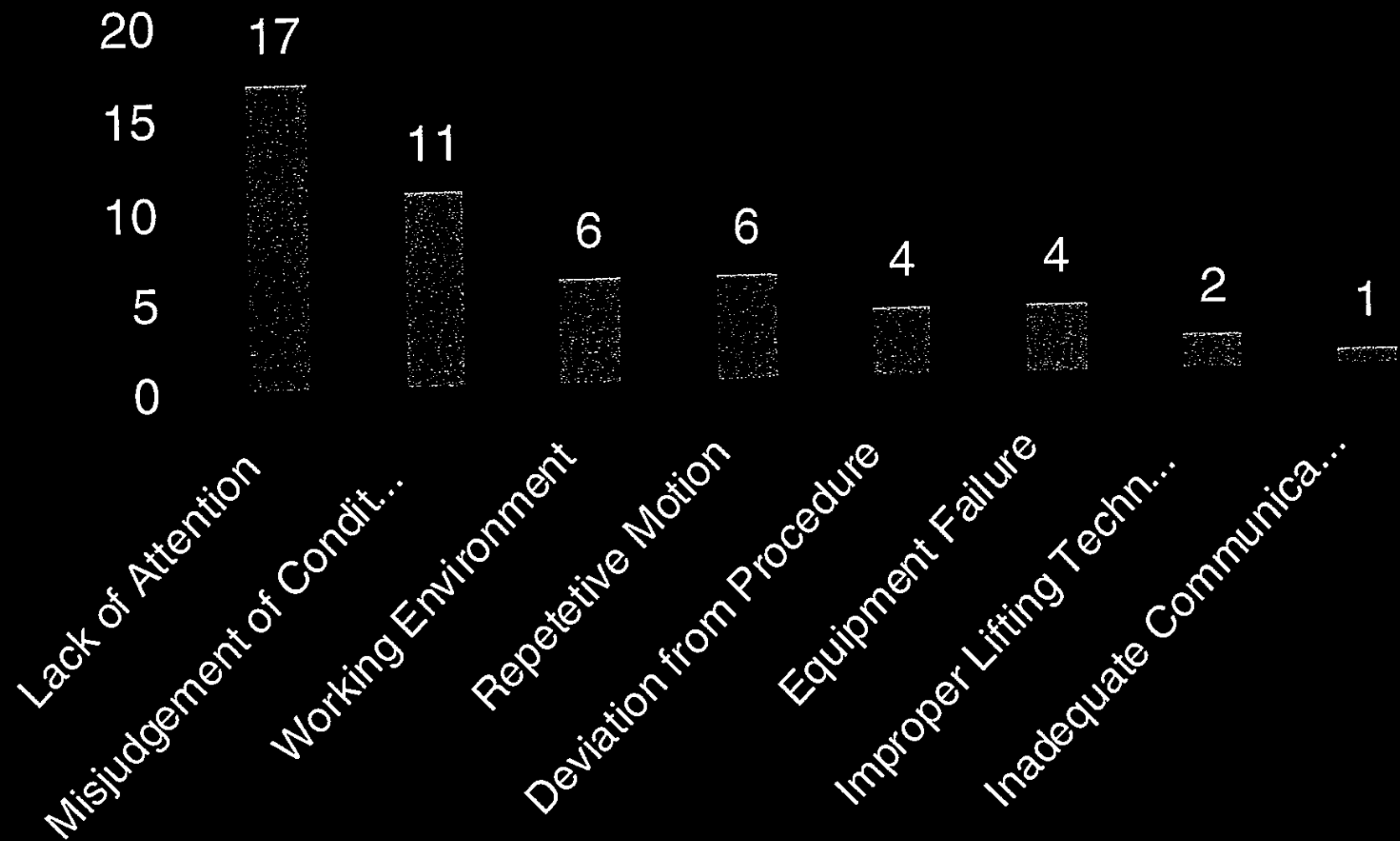
* CY2001 Latest Data Available

OSHA Recordable Mishaps By Month

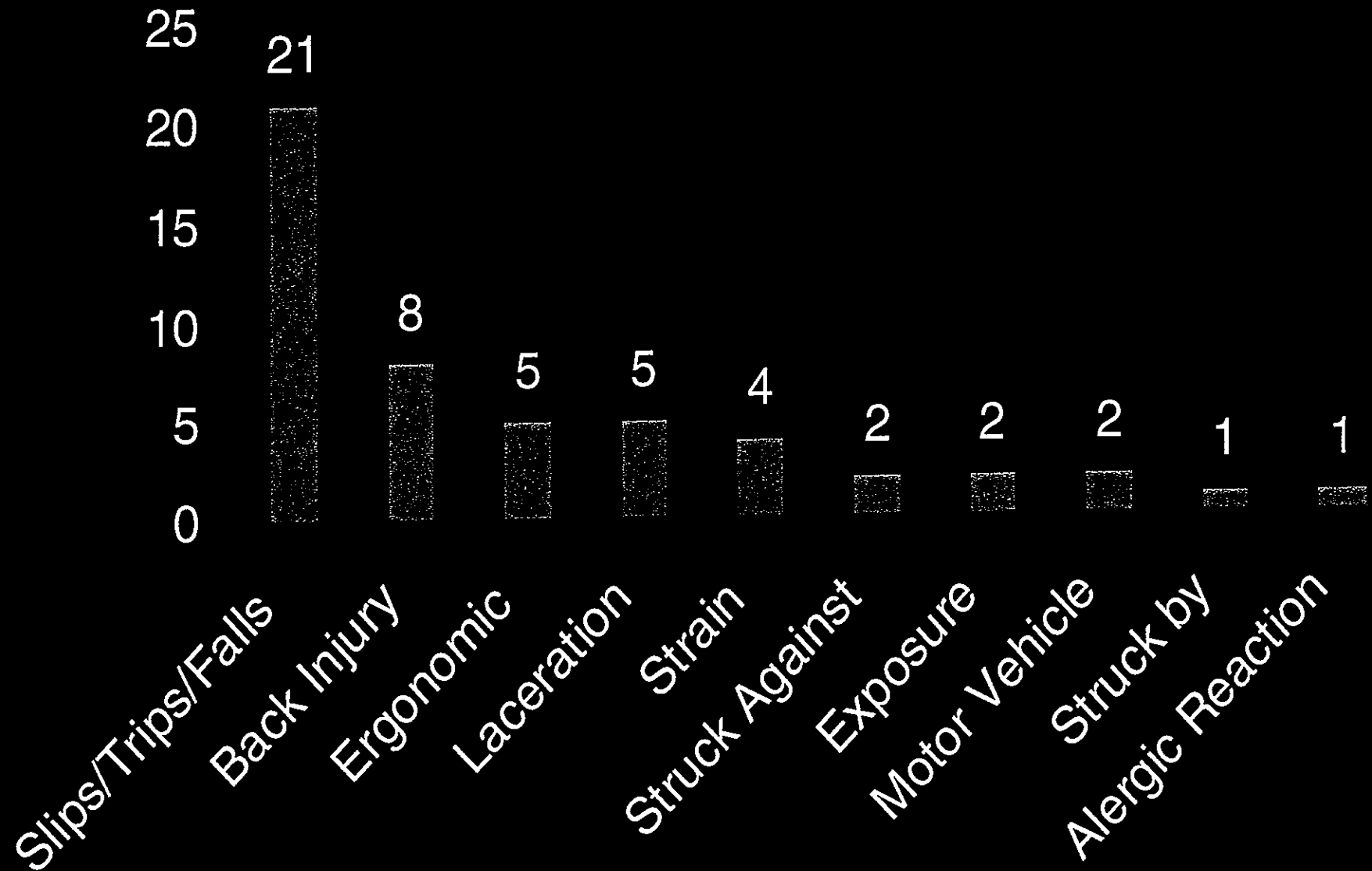
Total Recordable Mishaps - 51



OSHA Recordable Mishaps by Cause



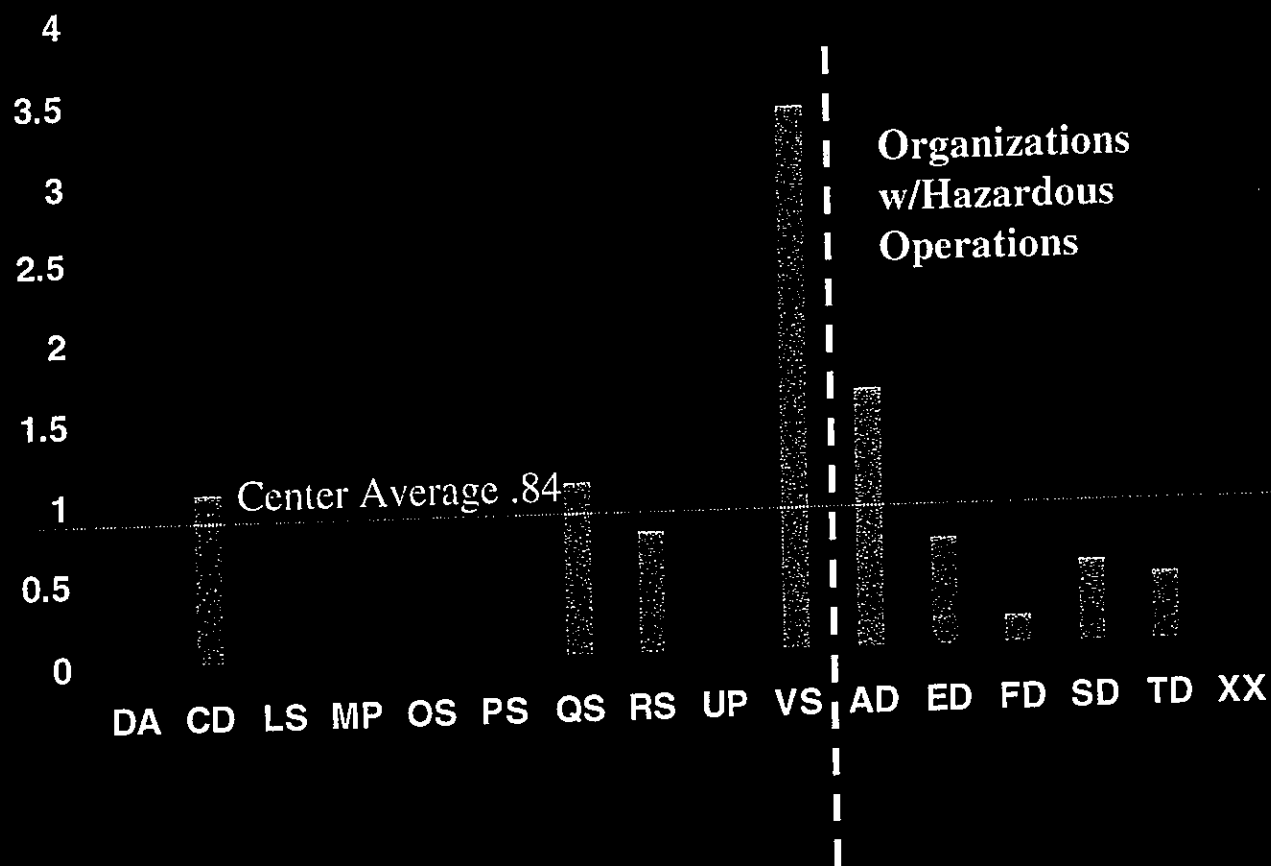
OSHA Recordable Mishaps by Type



Recordable Rates by Directorate/Office

(Includes Support Contractors)

ORG	Hours*
DA	25,237
CD	565,639
LS	23,859
MP	463,131
OS	9,738
PS	262,543
QS	368,989
RS	261,501
UP	265,094
VS	58,591
AD	3,720,882
ED	2,343,513
FD	2,109,301
SD	751,372
TD	939,721
XX	104,408



MSFC Safety Data for FY04

(Current October 29, 2003)

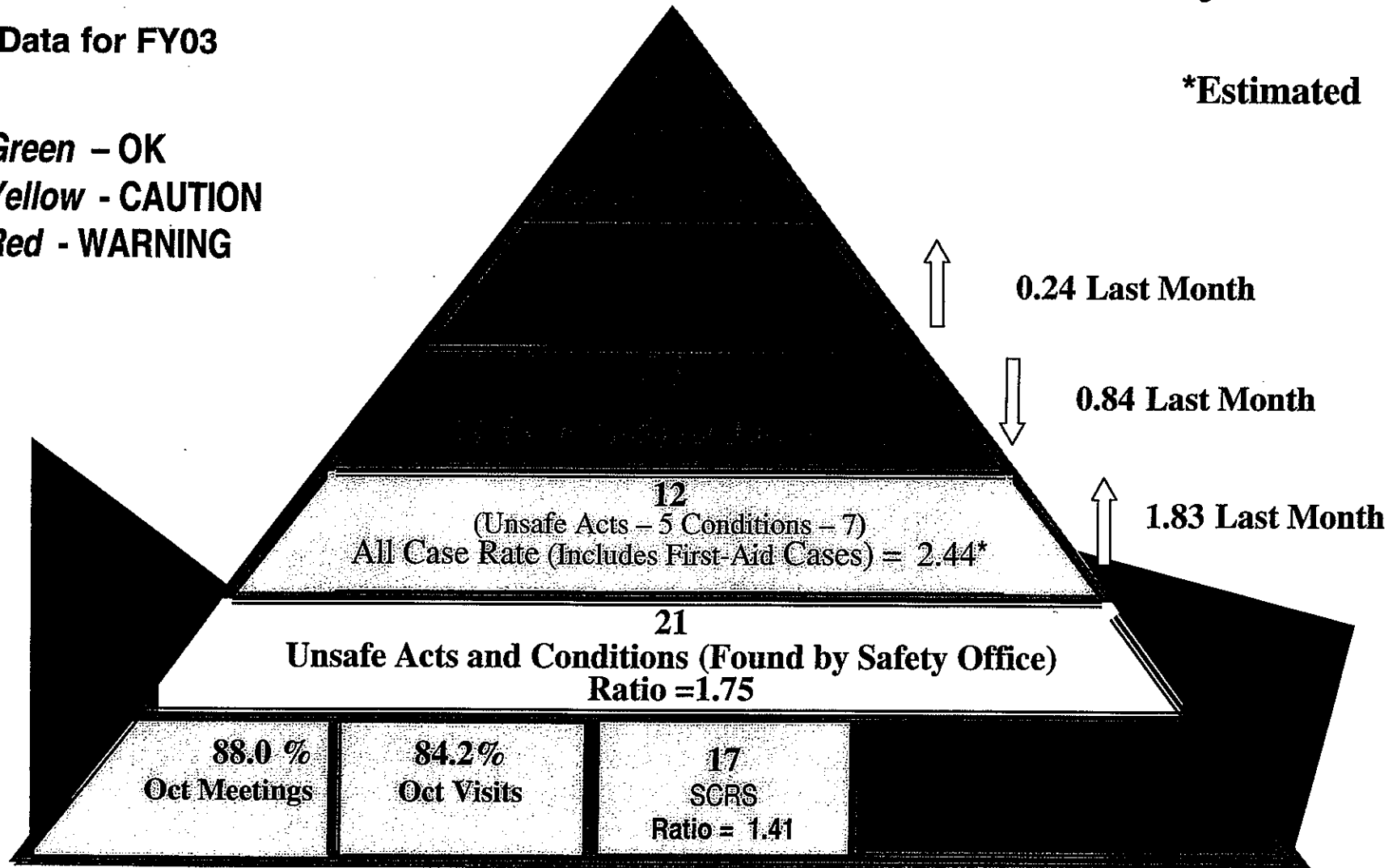
- **Personnel Safety Pyramid**
- **Mishap Action Status**
- **SHetrak Action Status**
- **FY04 Lost Time Mishaps**

MSFC Team Metric - Personnel Safety

Data for FY03

*Estimated

Green - OK
Yellow - CAUTION
Red - WARNING



Mishaps - Corrective Action Closure (10-29-03)

Responsible Organization	Open Mishap Cases		Corrective Actions			
	Total	New	Total	New	Late last month	Late this month
WENTWORTH	19	4	32+	7	3+	6+
COBURN						
HEAT	4	1	4	1	2	2
PERU						
PERU						
PERU						
PERU						
PERU						
PERU	1	0	1	0	0	1
PERU	1	0	1	0	0	0
PERU	1	0	1	0	0	0
PERU	1	0	1	0	0	0
PERU	1	0	1	0	0	0
PERU	1	0	1	0	0	0
PERU	1	0	1	0	0	0
PERU	29	5	38+	8	5+	9+

NOTE: Greater than 20% late goes Red

SHetrak Finding Status

(10-29-03)

AREA	2004	Open Findings	Abatement Plans	Late Last Month	Late
AD01	0	1	0	1	0
AD10	0	0	0	0	0
AD20	20	81	70	14	0
AD30	0	0	0	0	0
AD40	0	10	1	0	0
ARMY	0	4	0	4	0
CD	0	7	0	8	0
ED	0	7	12	0	0
FD	0	0	0	0	0
FD	0	0	0	0	0
MP	0	0	0	0	0
NSSTC	0	0	0	2	0
QS50	0	0	1	0	0
RS01	0	0	0	0	0
SD	0	22	4	3	0
TD	1	10	2	2	0
UAH	0	18	0	8	0
Totals	21	160	90	42	0*

Terminology

Open Findings - Findings that have not been Closed.

Abatement Plans – Approved interim hazard controls in place until finding can be corrected

Late – Findings open > 45 days with no Abatement Plan submitted, or Abatement Plan ECD has passed.

*Due to change to SHetrak – no lates shown

FY04 Lost-Time Mishaps (10-29-03)

New Lost-Time Cases Since Last Meeting

10/08/03 — Employee injured back during safety day activities (lifting/moving) – Lost 9 days

10/14/03 – Employee lost balance, fell forward, striking head on guardrail – Lost 2 days

☐ Slips/Trips/Falls

☒ Strained Back

☐ Other



BACKUP DATA

MSFC Team Metric Key

Metric	Green	Yellow	
Type A & B Cases	0.0%	N/A	
Lost-Time Cases	0.00-15%	N/A	
OSHA Recordable Cases	<1.8	0.8 to 1.0	
All Cases (Includes First Aids)	<2.0	2.01 to 3.0	
Safety Office Finding Ratio*	>4.0	3.0 – 4.0	
% Of Required Safety Meetings	>90%	80 to 90%	
% Of Required Safety Visits	>90%	80 to 90%	
SCRS Ratio*	>1.5	1.0 – 1.5	
Supervisor Findings Ratio*	>15.0	10.0 to 15.0	

* Ratio of number of findings or concerns to the number of all cases.

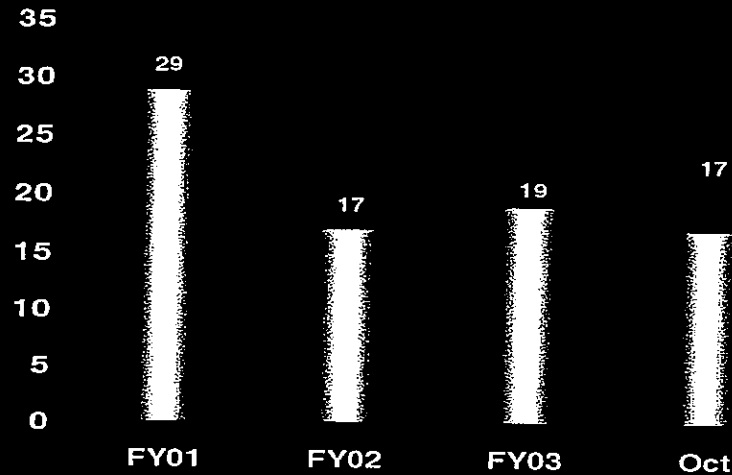


Corrective Actions for Red/Yellow Pyramid Metrics

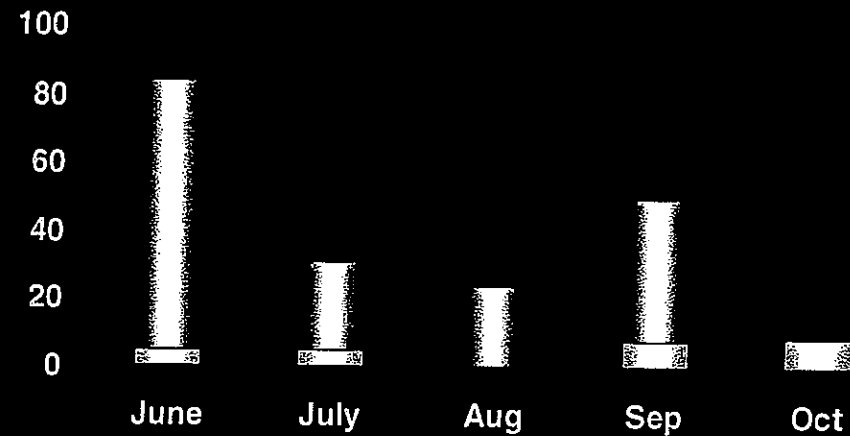
- **Lost Time Rate, & All Case Rate**
 - Emphasize “Situational Awareness” – employees remain alert to surrounding conditions (i.e walking on uneven pavement), and report unsafe conditions/acts
 - Continuing implementation of SHE Program corrective actions identified in past assessments
- **Ratio of SCRS & SSWP Findings**
 - Continue to encourage supervisors and employees to report issues and findings

Team Metrics - Leading Indicators (10-29-03)

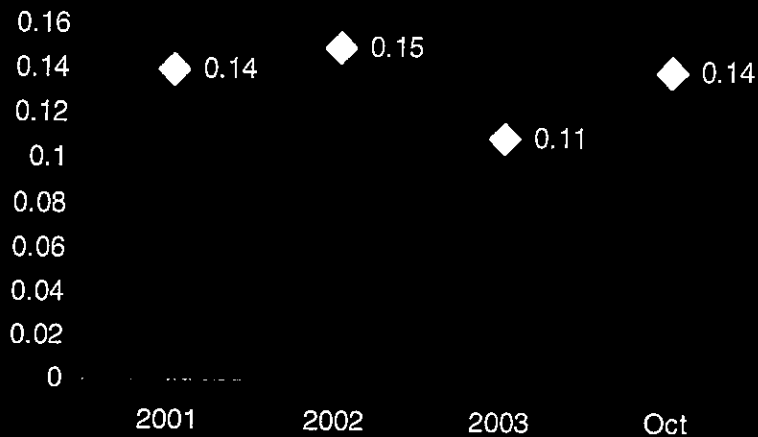
SCRS Submitted per Month



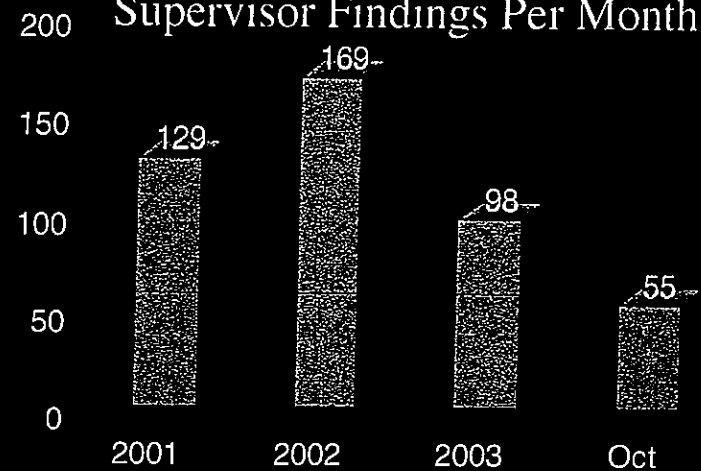
Late Corrective Actions



Supervisor Findings – Positive/negative Ratio



Supervisor Findings Per Month





March Safety Meetings and Visits (10-29-03)

HONOR ROLL - 100% both Meetings & Visits

LS (4)

MP (23)

OS (23)

SD (23)

ED (5)

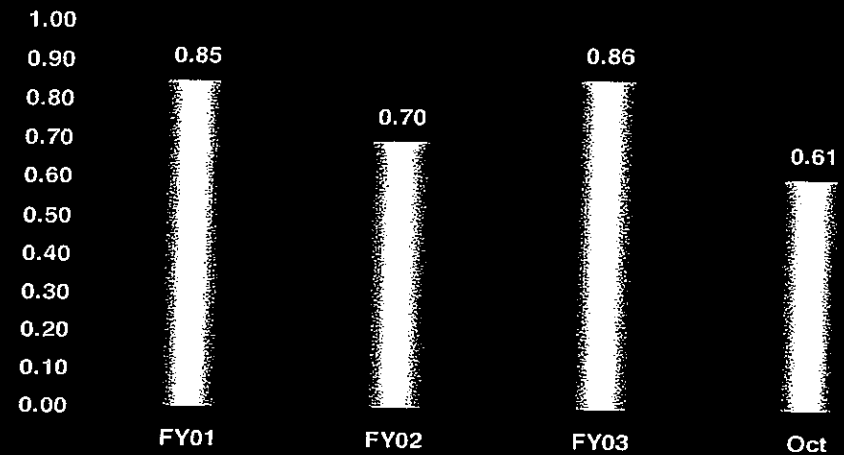
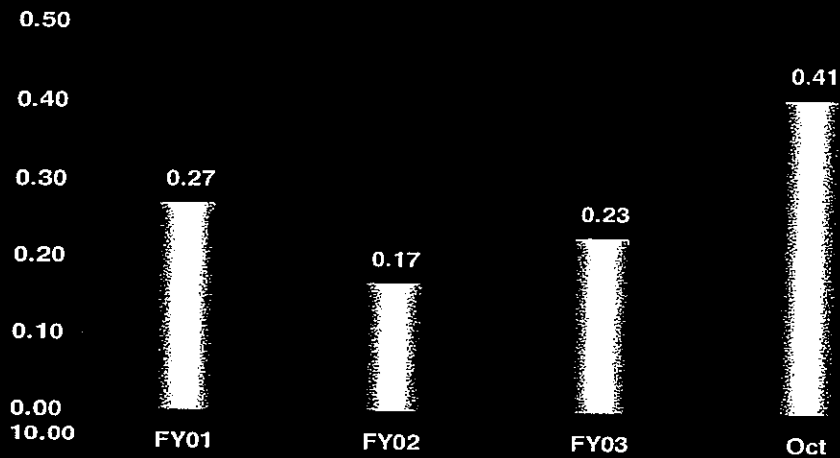
(Consecutive Months on Honor Roll)

Team Metrics - Trailing Indicators (10-29-03)

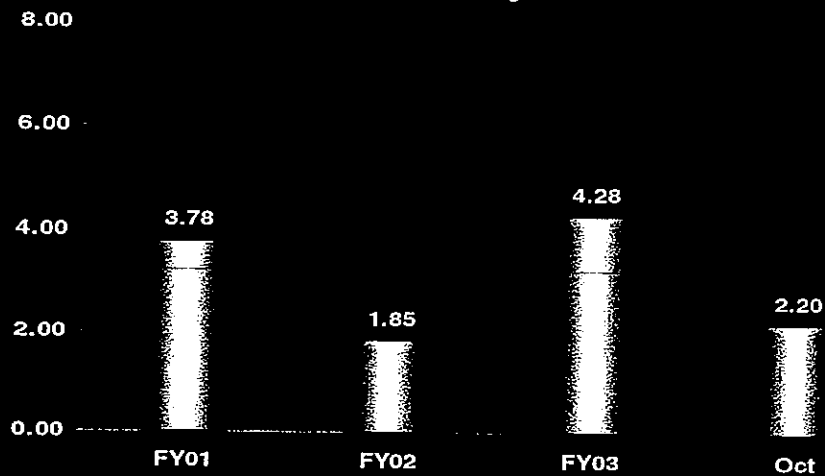
Lower is Better!

Lost-Time Rate

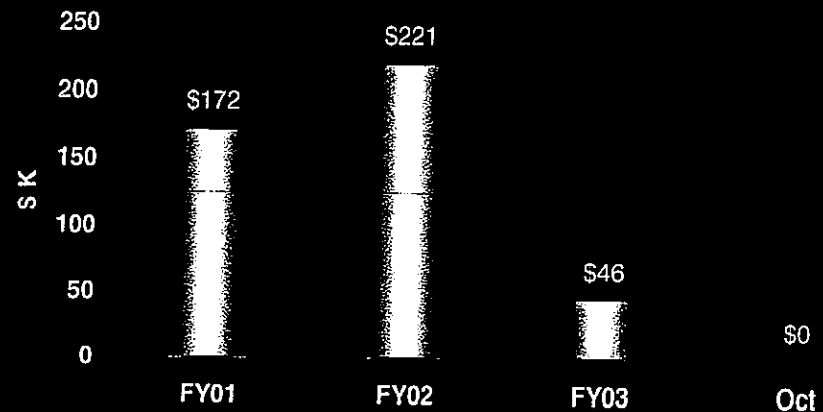
Recordable Rate



Severity Rate

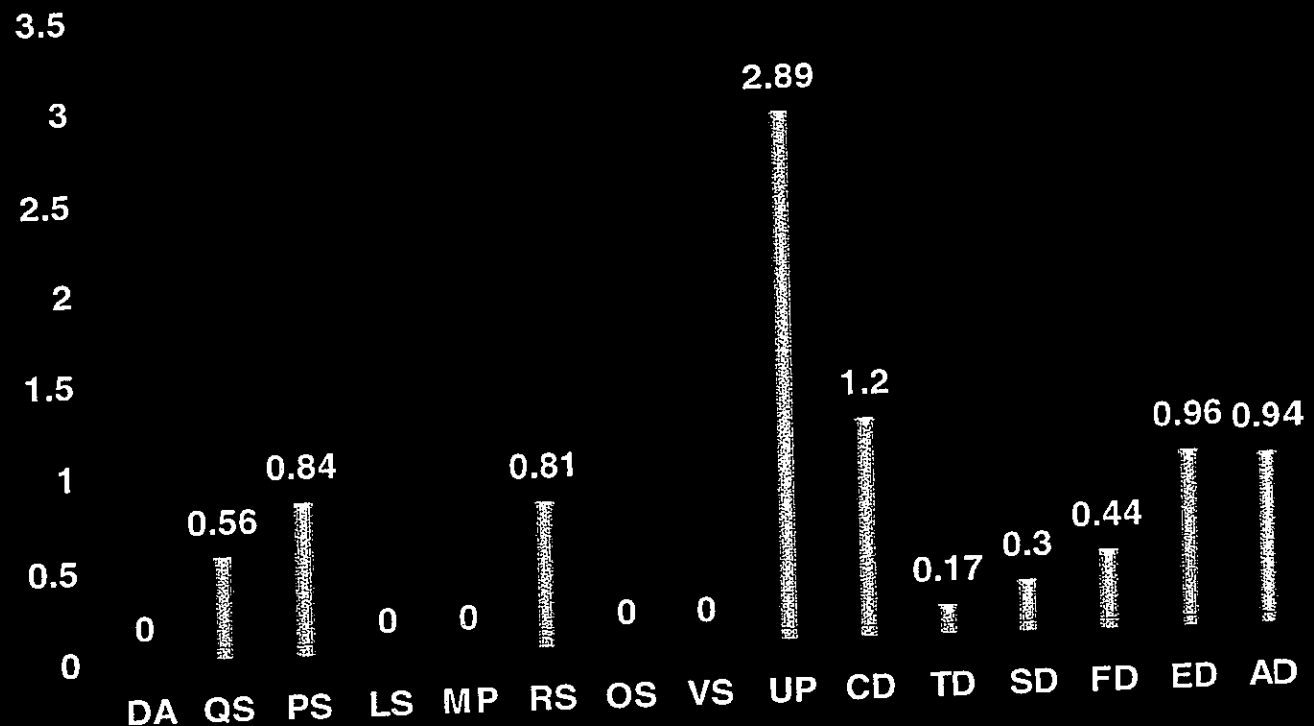


Equipment & Property Damage



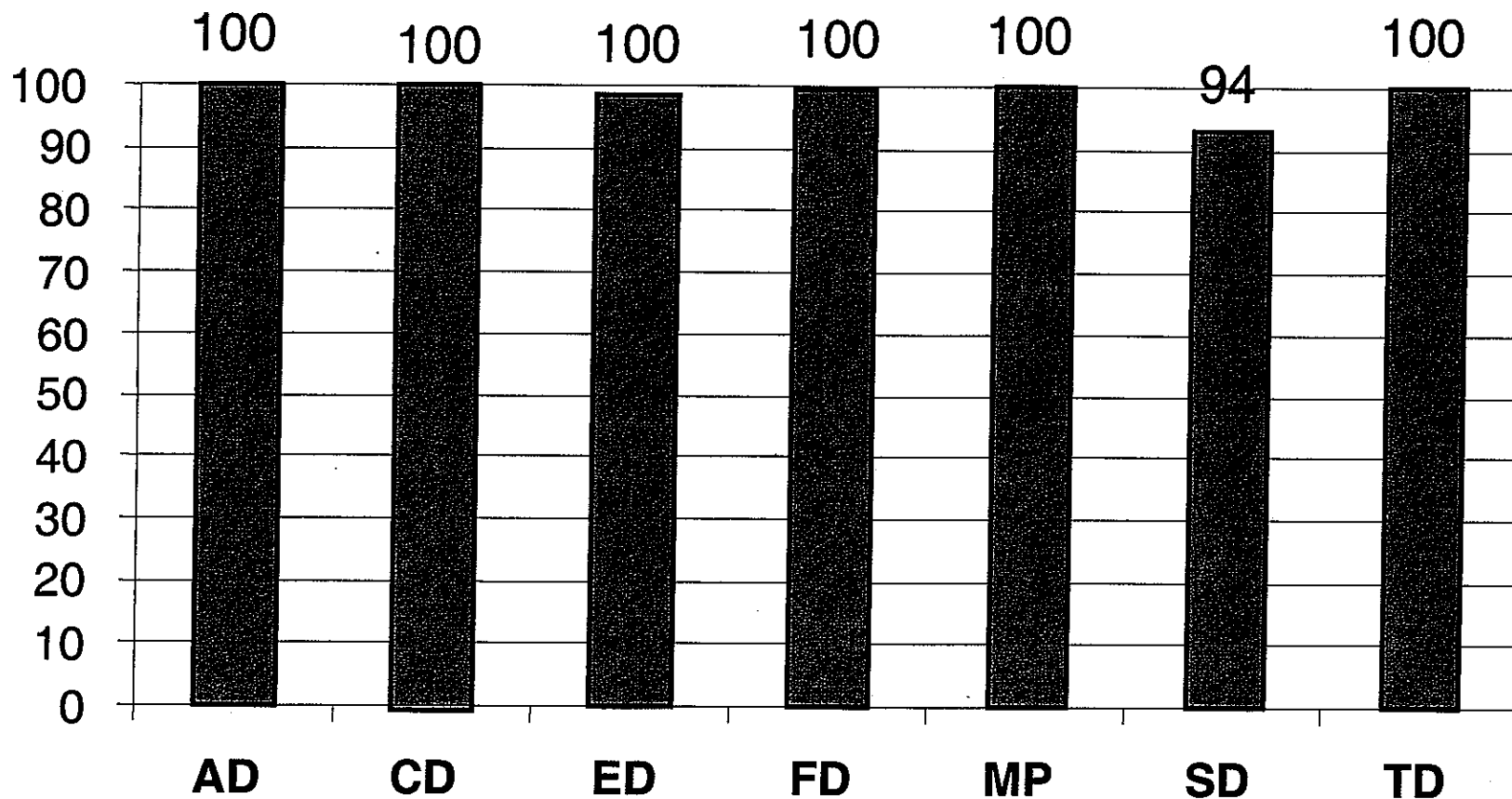
FY02 OSHA Recordable Rates by Organization (Includes Contractors)

Org.	Hours
DA	25,401
QS	358,283
PS	235,970
LS	25,462
MP	235,750
RS	245,642
OS	10,887
VS	43,018
UP	69,009
CD	498,068
TD	1,179,498
SD	660,624
FD	1,330,776
ED	2,485,514
AD	3,808,131



IHOPS Update Status (10-01-03)*

% Complete

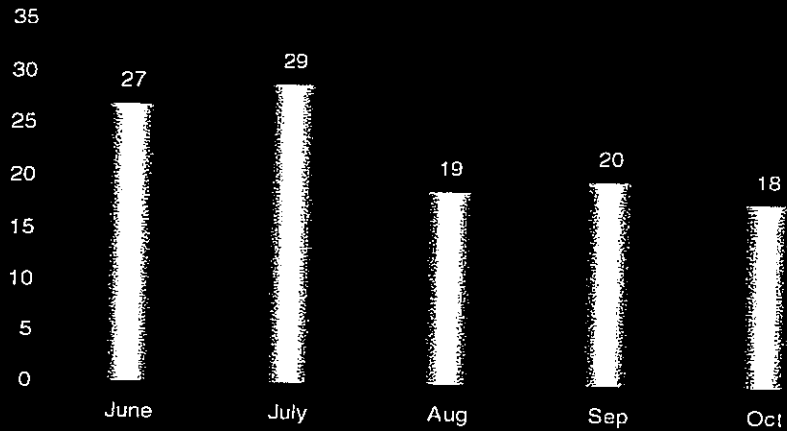


*System down, could not update Chart this month.

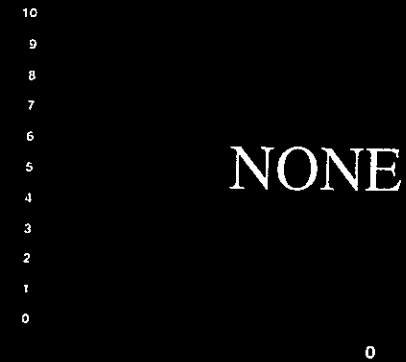
Percentages based on updates to last years input

SCRS Metrics (10-29-03)

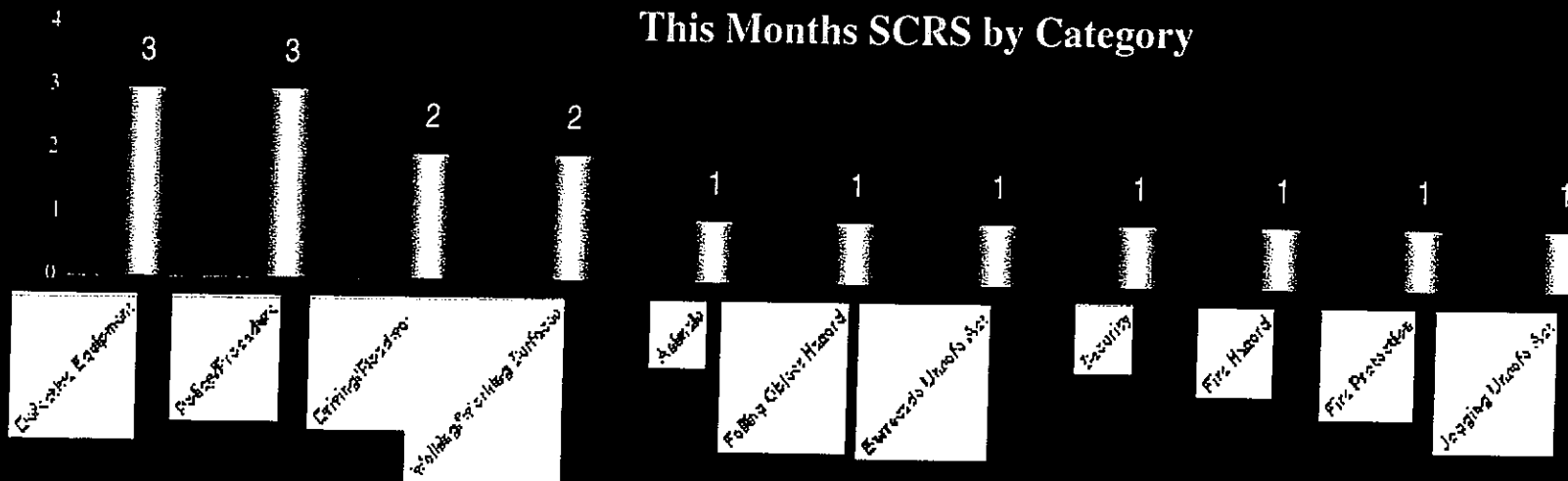
SCRS Open Over 60 Days



Late SCRS by Organization



This Months SCRS by Category



FY04 OSHA Recordable Rates by Organization (Includes Contractors) (10-29-03)

ORG	Hours*
DA	2,103
CD	47,244
LS	1,988
MP	38,594
OS	812
PS	21,879
QS	30,749
RS	21,792
UP	64,410
VS	4,883
AD	251,791
ED	194,917
FD	187,114
SD	64,410
TD	78,501
XX	11,601

2.5

2

1.5

1

0.5

0

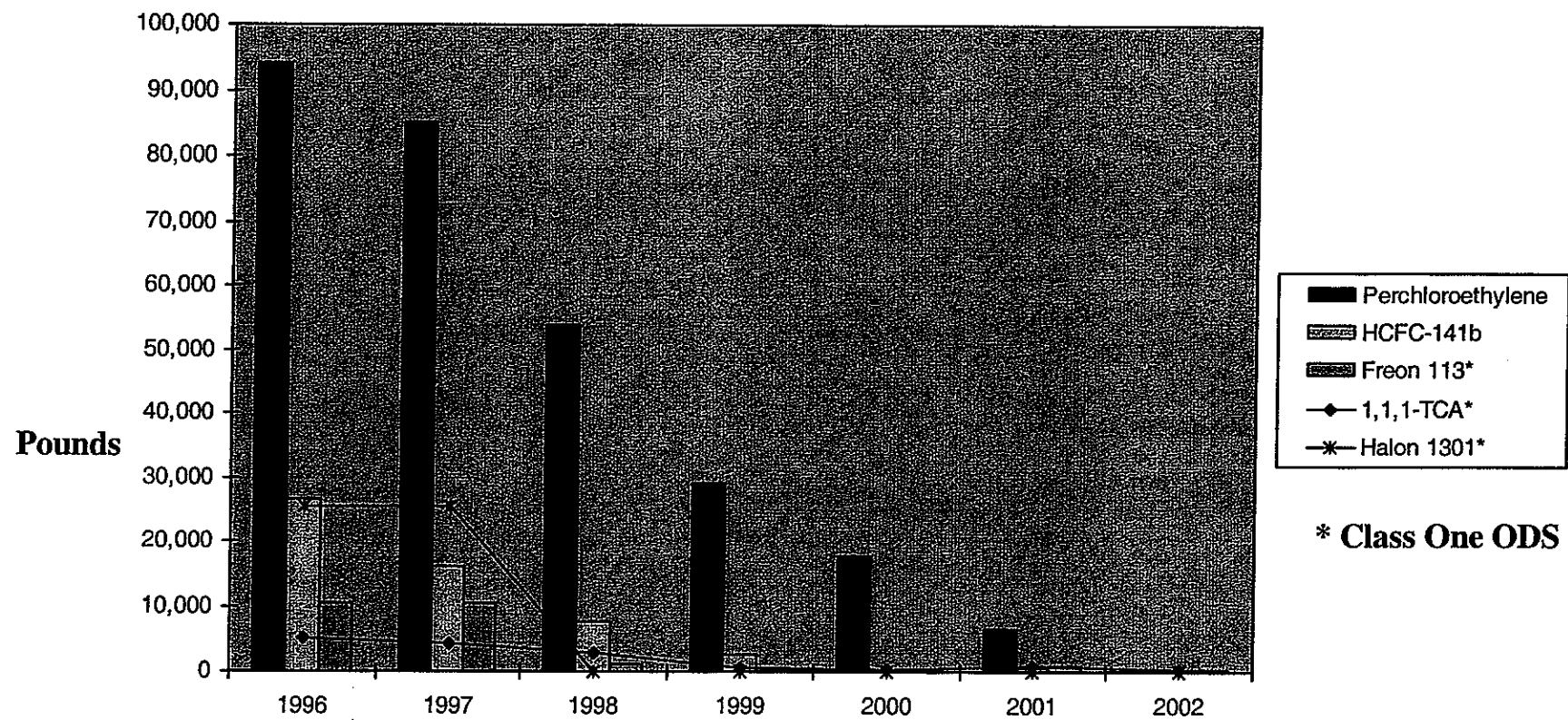
Center Average .79c

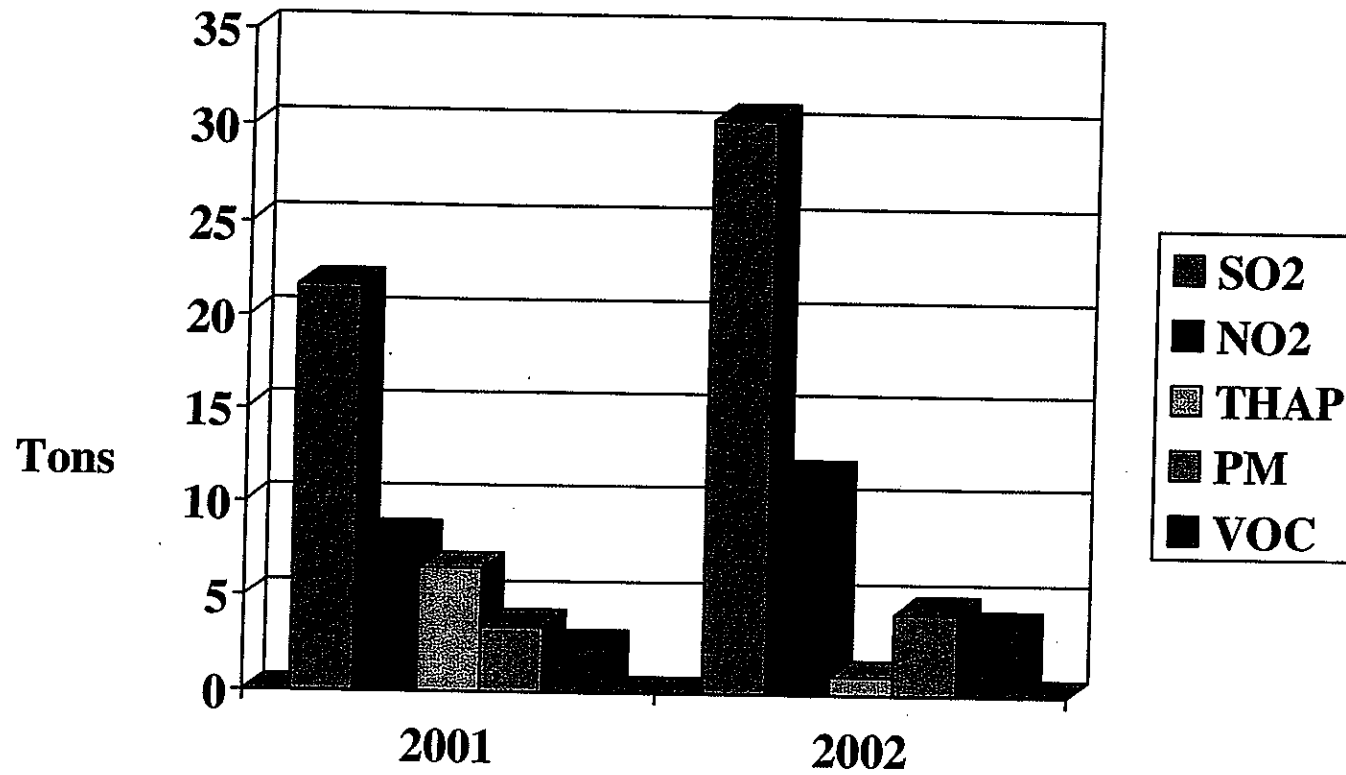
Organizations
w/Hazardous
Operations

DA CD LS MP OS PS QS RS UP VS AD ED FD SD TD XX

*Hours for Current Month Estimated

Enclosure 8





MSFC Air Emission Summary

Enclosure 9

SHE Committee Open Actions October 29, 2003

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
SHE-02-020	Phil Robbins presented the SHE Program Improvements Action Plan	Nance Jo Ogozalek/ED33	Actionees as Identified in Plan	Review the SHE Program Improvement Plan and provide an ECD for each assigned action.	11-13-02	06-18-03	Extended.
SHE-02-023	Gaines Watts presented proposed restriction-guidelines for test area visitors. Some committee members felt this should be part of a Centerwide policy.	Nance Jo Ogozalek/ED33	Dave Spacek/QS50	Investigate the need for, and develop as required Center-wide guidelines for visitor access to hazardous areas.	11-26-02	11-25-03	Working with CaER to identify actionee.
SHE-03-007	Steve Cushman/AD35 suggested a checklist be developed for supervisors to help them identify the root cause of mishaps	Nance Jo Ogozalek/ED33	WERG Subcommittee	Develop a checklist or other tools to help supervisors identify root causes of mishaps.	04-02-03	11-25-03	In work.
SHE-03-010	An attendee stated that they wished the environmental health training courses listed on the SHE page had a synopsis like others listed.	Nance Jo Ogozalek/ED33	David Thaxton/AD60 & Farley Davis/AD10	Provide a synopsis of each environmental and environmental-health training course listed on the SHE Web Page.	04-30-03	09-17-03	CLOSED. Synopsis posted.
SHE 03-012	Steve Cushman reported that many of our safety videos at 4207 are out of date.	Nance Jo Ogozalek/ED33	Judy Milburn/QS50	Review the safety videos currently stored in 4207 and move those that are still current to the basement of 4200 so that all videos will be stored in the same place.	05-14-03	12-31-03	In work. Videos have been moved to Training Center in Basement of 4200. Original will remain in 4207 for making copies. Training Center to complete cataloging by end of Dec.
SHE 03-020	Tammy Barcala raised a concern about the adequacy of evacuation chairs for physically disabled persons	Nance Jo Ogozalek/ED33	Dennis Davis/QS50 & Tammy Barcala/TD40	Re-address the availability of evacuation chairs for physically impaired employees,	07-16-03	01-30-04	Fire Rescue spots being identified on every floor above or below level of exit discharge. Evac-chairs

				Center wide. Also address training requirements.			provided to all known physically impaired employees.
SHE 03-021	Edwin Jones reported that the Medical Center did not have pass/fail criteria for the personnel certification physicals.	Nance Jo Ogozalek/ED33	Joyce Eagan/AD60	Investigate and publish physical/medical requirements/guidelines for each related certification identified in MWI 3410.1.	08-27-03	02-15-04	Joyce is working with Headquarters to identify NASA wide standards.
SHE 03-022	Dennis Davis reported that a second close call had occurred at 4755 with items being dropped from overhead crane work.	Pete Allen/AD60	Kyle Daniel/QS50	As part of the dropped bolt close-call investigation at 4755, look at the pre-construction safety assessment process to assure it is adequate to prevent future similar incidents on other jobs.	09-10-03	12-17-03	
SHE 03-023	Pete Allen discussed risk management and the importance of assuring that managers are aware of accepted risk.	Pete Allen/AD60	Dennis Davis /QS50	For facilities, equipment, materials, and operations at MSFC controlled properties, develop a process to inform the Center Director and other responsible managers of accepted residual risks and associated controls.	09-10-03	02-15-04	
SHE 03-024	Kristie French presented the PEP Survey results. Some members felt that the questions were unclear.	Axel Roth/DE01	Kristie French/QS50	Check with other Centers to determine which questions they scored lowest on.	10-01-03	10-29-03	